

Locating and Self-Assigning ACE Curricula

This job aid provides instructions on how to search for the ACE certification program curricula in AgLearn and self-assign them to your learning plan. The steps begin after the learner has logged into AgLearn and is at the AgLearn personal home page.

Step	Activity	View
1.	From the AgLearn personal home page, select the Catalog menu.	Catalog
2.	Select Advanced Catalog Search.	Advanced Catalog Search
3.	Click the Curricula option button.	Curricula
4.	From the ID drop-down list, select Starts With .	ID: Contains ▼ Contains Starts With Exact Match
5.	In the ID text box, type ACE.	ID: Starts With ▼ ACE
6.	Click Search.	Search
7.	Click the curriculum title to view the items that must be completed in the curriculum.	Catalog Search Results Title ▲ Accounting for Non-Accounting Majors ANSI C Programming Business Finance
8.	Click Self Assign Curriculum to place the curriculum on your learning plan. OR	Self Assign Curriculum
9.	In the upper left comer, click the Back link to return to the list of ACE curricula to continue browsing through the ACE listings.	Curriculum Details <u>← Back</u> Busin s Finance